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# STANDARD OPERATING PROCEDURE

## Initial Screening Process

SOP 8.1.2

Rev. 5/01

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Revisions: (1) Deleted Mission Statement; (2) "Medical Provider replaced with "Health Services Staff; (3) Other changes consisted of rewording to increase clarity and distinguish TB screening processes based on facility.

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### **PURPOSE: DESCRIBE INITIAL SCREENING PROCESS INCLUDING TREATMENT AUTHORIZATION FORMS AND INITIAL MEDICAL SCREENINGS.**

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The detection and control of infectious disease is an essential element in maintaining a safe and healthy environment for the detained population, the staff of the facility, and the community.

- I. Evaluation of the health status of individuals detained by the Immigration and Naturalization Service (INS) is initiated as soon as possible upon arrival at a Service Processing Center.
- II. Screening for infectious disease begins immediately by a health services staff. In circumstances where health services staff is not available, a Specially Trained INS officer\* will complete a symptoms screening process. (Refer to Section 8.1 of the National Policy and Procedure Manual). The procedure for accomplishing this evaluation is outlined below.
  - A. Upon camp arrival, each detainee will be interviewed and evaluated using the Following process:
    - 1. The detainee's status is assessed to determine if they are a "keeper," a long Term "room and board," or a short term room and board or transient.
      - a) For short-term "room and board" detainees, the detainee signs the TREATMENT AUTHORIZATION FORM DIHS 793, and medical personnel complete the INPROCESSING SCREENING FORM DIHS 794.
      - b) If a trained INS officer has filled out the DIHS 794, medical personnel will review and co-sign the form.
      - c) Any positive screens will be referred to a physician or medical provider for disposition. This consult will take place by phone if a provider is not immediately available.

- d) The DIHS 794 will be maintained in the patient's file in the medical records department. A full screen as outlined below will occur if the detainee becomes a “keeper” or a long term “room and board”.
2. In addition to the initial screen outlined above, keepers and long term room and board detainees will have tuberculosis screening as per the Infection Control Manual, DIHS, FY2001, Section 5, Tuberculosis Exposure Control Plan.
3. Complete the front page of the HISTORY AND PHYSICAL EXAMINATION FORM DIHS 795.
4. Complete the front page of the MENTAL HEALTH SCREENING FORM DIHS 843.
5. These documents and the encounter form are submitted to the medical record technician and an OFFICIAL medical record is initiated.

***\*Note:** Specially Trained INS Officer = Has received training from a medical provider on how to complete tuberculosis screening form and how to determine if a detainee is symptomatic based on the answers to the questions.*